

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-434-85-1
DATE RECEIVED	12-28-84
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<i>Jan 5, 85</i>	<i>John H. Wray</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
US Department of Energy

2 MAJOR SUBDIVISION
Departmental Offices and DOE Cost-Type Contractors

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Edward Nugent

5 TEL EXT
252-4357

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A Request for immediate disposal
- B Request for disposal after a specified period of time or request for permanent retention

C DATE <i>5-14-84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>J. A. Raiken</i>	E TITLE Director, Div. of Iigt. Systems Analysis
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>REPORTS DESCRIBING RESEARCH AND ENGINEERING ACTIVITIES consisting of monthly reports and technical reports.</p> <p>(Permanent retention is required in DOE 1324.2, RECORDS DISPOSITION, Contractor Records Schedule 19, item 7a.)</p> <p>a. Paper records. Retain until microfilm copies have been made in accordance with 41 Code of Federal Regulations (CFR) 101-11.506 and verified as substitutes for the original records, then DESTROY.</p> <p>b. Microfilm records. PERMANENT. Offer one silver halide original and one diazo copy to NARS when 20 years old in accordance with 41 CFR 101-11.509.</p> <p align="center"><u>CERTIFICATION</u></p> <p>The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of section 101-11.507 and 101-11.508. The first inspection of microfilm required by section 101-11.507-2 will be conducted 2 years after the initial microfilming.</p>	DOE 1324.2 CRS 19-7a	

MASS DATA CHANGE SHEET NOT REQUIRED
 NINAIF
 NINIF + NNB3 / 6/85 CSR
 copies sent to agency.

2 items

115-107 Only the Richland Operations Office of DOE has requested authority to microfilm these records. DOE does not expect to have other offices ask for this authority as per Robert Carpenter, D.O.E. Records, Reports & Forms Management & PSD 1/10/84

STANDARD FORM 115
Revised Apr 1, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4